

ATTACHMENT C - NOMINATION FORM: SECRETARIAL AWARDS

DEPARTMENT OF HOMELAND SECURITY

RECOMMENDATION FOR SECRETARIAL AWARD

Instructions for completing Form (Type All Requested Data)

1. This form must accompany each nomination.
2. Submit this form in eight copies.

Items 1.-5. Complete all data.

Item 6. Enter a brief summarized statement of 15 words or less which describes why the employee is being nominated.

Item 7. Reserved for the appropriate nominating and approving officials' name, title, signature, and date.
Also, approval must include highest level in chain of command.

Item 8. Enter a brief description of the nominee's work history which should indicate special honors and awards. This should be in chronological order.

Item 9. Provide a nomination justification which addresses award criteria in space provided.

1. NAME OF EMPLOYEE

2. POSITION

3. ORGANIZATIONAL ELEMENT/COMPONENT

4. LOCATION (City and State)

TYPE OF AWARD RECOMMENDATION

5. SECRETARY'S AWARD FOR:

☐ Meritorious Service (Silver Medal)

☐ First Response Team

☐ Diversity Management

☐ Excellence

☐ Valor

☐ Volunteer Service

☐ ONE DHS Team

☐ Exemplary Service

6. PROPOSED CITATION: (Brief statement of no more than 15 words)

7. NOMINATING AND APPROVING OFFICIALS (Name and Title)	SIGNATURE	DATE

Final Action by Awards Review Board:

RECOMMENDATION FOR SECRETARIAL AWARD
(Continued)

8. EMPLOYMENT HISTORY (Include Special Honors and Awards for the last 5 years.)

9. NOMINATION JUSTIFICATION (Be sure to address award criteria.)